

Basic Computer Skills

Using the mouse and keyboard,
getting to know your desktop,
and using the internet.

Why Learn to Use a Computer?



Why Learn to Use a Computer?

- To open up a world of information
- To easily access government & other organizations
- To connect with family & friends
- To have fun!



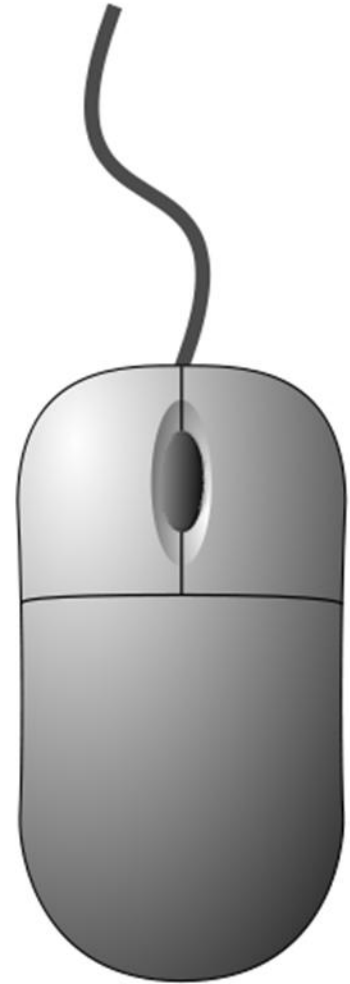
Parts of a Desktop Computer

- Monitor
- Keyboard
- Mouse
- Tower



Parts of the Mouse

- Left button (think of this as the “action” button)
- Right button (displays menu options)
- Center wheel (scrolls pages up and down)
- USB Cable (Connects mouse to the Tower)



Using the Mouse

Moving the cursor

- There are three different types of cursors: the arrow, the hand, and the hourglass.
- When the mouse is moved along the top of a solid surface such as a table or mouse pad, the cursor on the screen will move in the same direction.



Using the Mouse

Single Click (selects things)

- Quickly click the left mouse button once and let go.

Double Click (opens things)

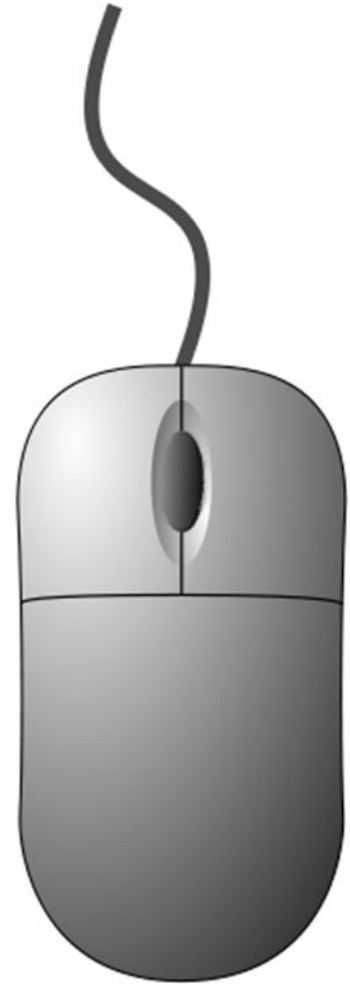
- Quickly click the left mouse button two times successively and let go. Think of a quick “knock, knock”.



Using the Mouse

Drag and Drop (moves objects)

- Select the item using the left button & keep the button pressed down.
- Move the mouse and the item will move with the cursor.
- When you have the item where you want it, release the left button.
- The item will now remain where you dropped it.



Using the Mouse

Right Button (options display)

- Click and release the right mouse button. A menu of options appears. You are then able to move the mouse and select an option from the menu.
- To exit the menu, simply move the mouse away from the menu and Left Click. The menu will disappear.



The Keyboard

- Letters
- Numbers
- Symbols
- Space bar
- Num Lock
- Return
- Backspace
- Caps Lock
- Shift
- Tab
- Windows
- Arrows



Using the Keyboard

Letter Keys

- Press a letter key to type letters in lower case.
- Press the shift key and the letter key at the same time to type the letter in upper case.
- To type in all uppercase, press the caps lock key and then the letter keys. Press the caps lock key again to turn caps lock off.



Using the Keyboard

Numbers, Symbols & Num Lock

- Press a number key to type numbers.
- Press the shift key and a number key at the same time to get the symbol above the number.
- The Num Lock button turns the 10 key pad (the numbers at the right of the keyboard) on and off.



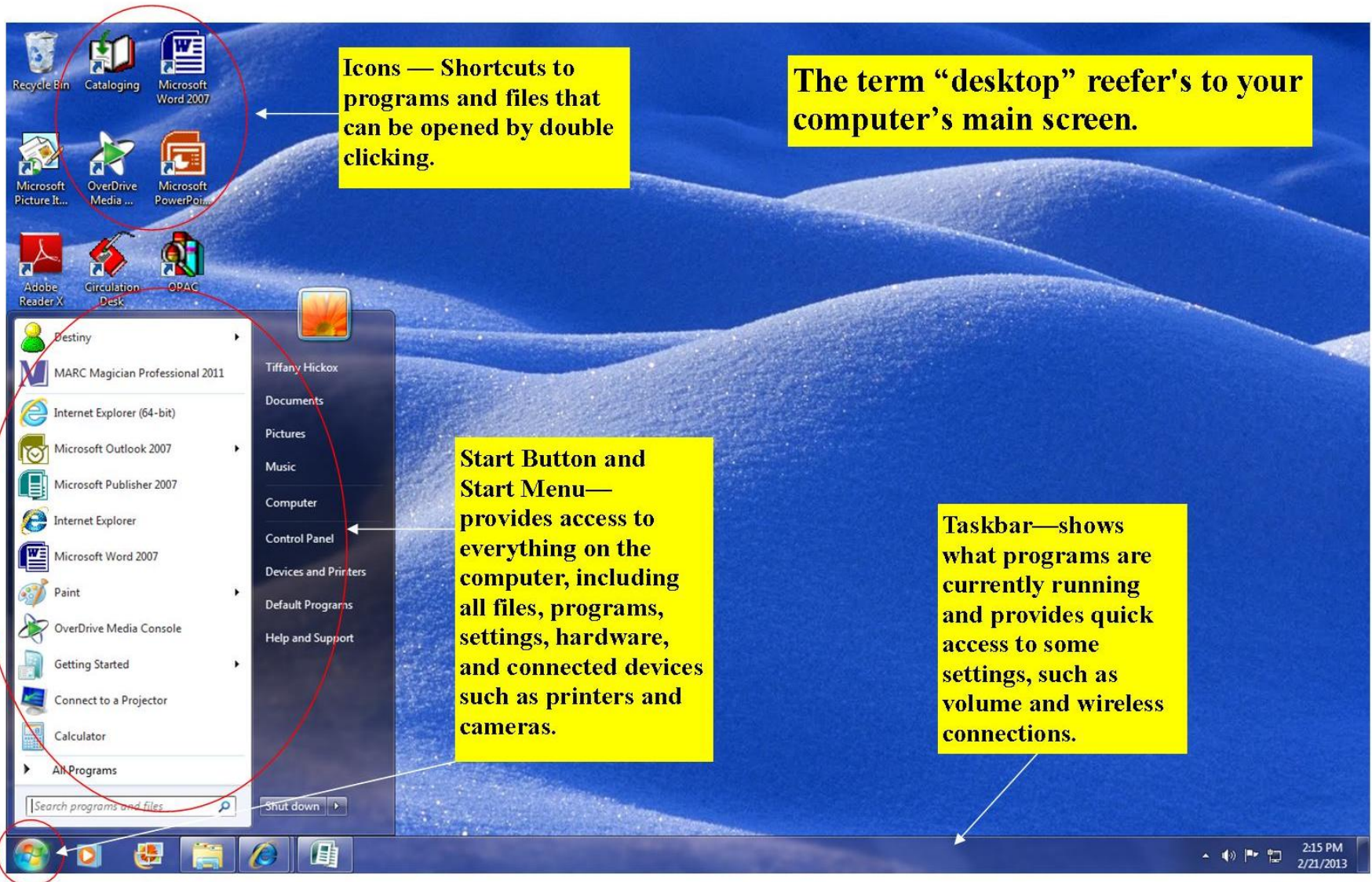
Using the Keyboard

Arrow keys, Windows key & Ctrl+Alt+Del

- Press the arrow keys to move the cursor around the page.
- The windows key is a feature on most computers. Press the windows key to bring up the windows menu. Press the windows key again to leave the windows menu.
- Press the ctrl key, the alt key & the delete key all at the same time to bring up the computer's user options window. To close the window, press the escape key.

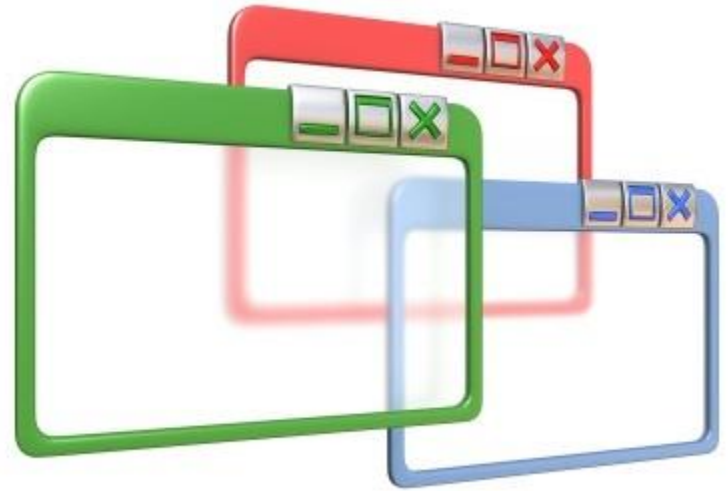


Desktop and Icons



Using Windows

- When you double click on a folder, file or program icon, a window will open.
- Windows allow you to use multiple programs, websites, files, etc. at the same time.
- The term windows can also be used to refer to a computer's operating system, such as Windows7, WindowsVista, and WindowsXP.



Using Windows

Titlebar—presents the name of the program or file

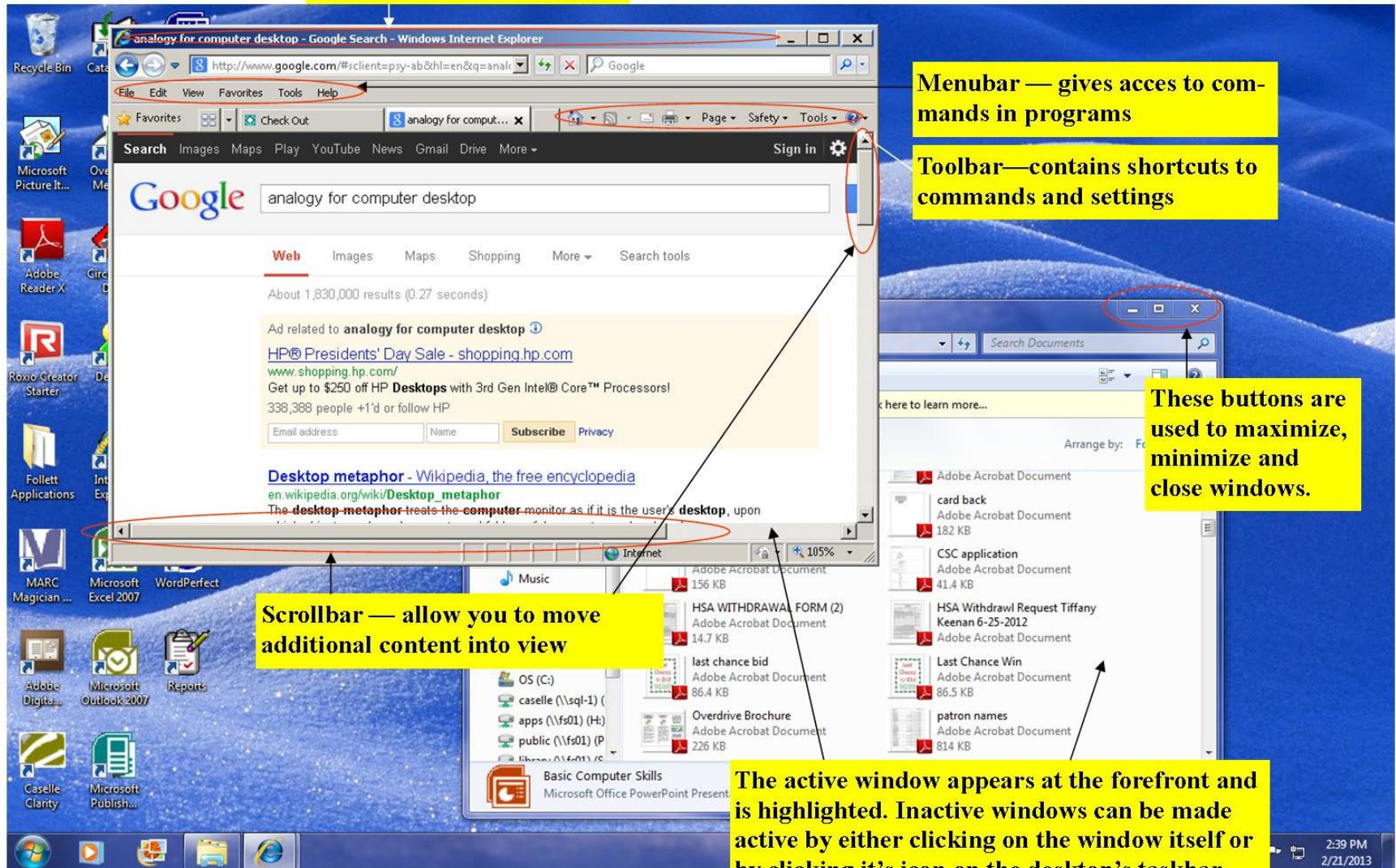
Menubar — gives access to commands in programs

Toolbar—contains shortcuts to commands and settings

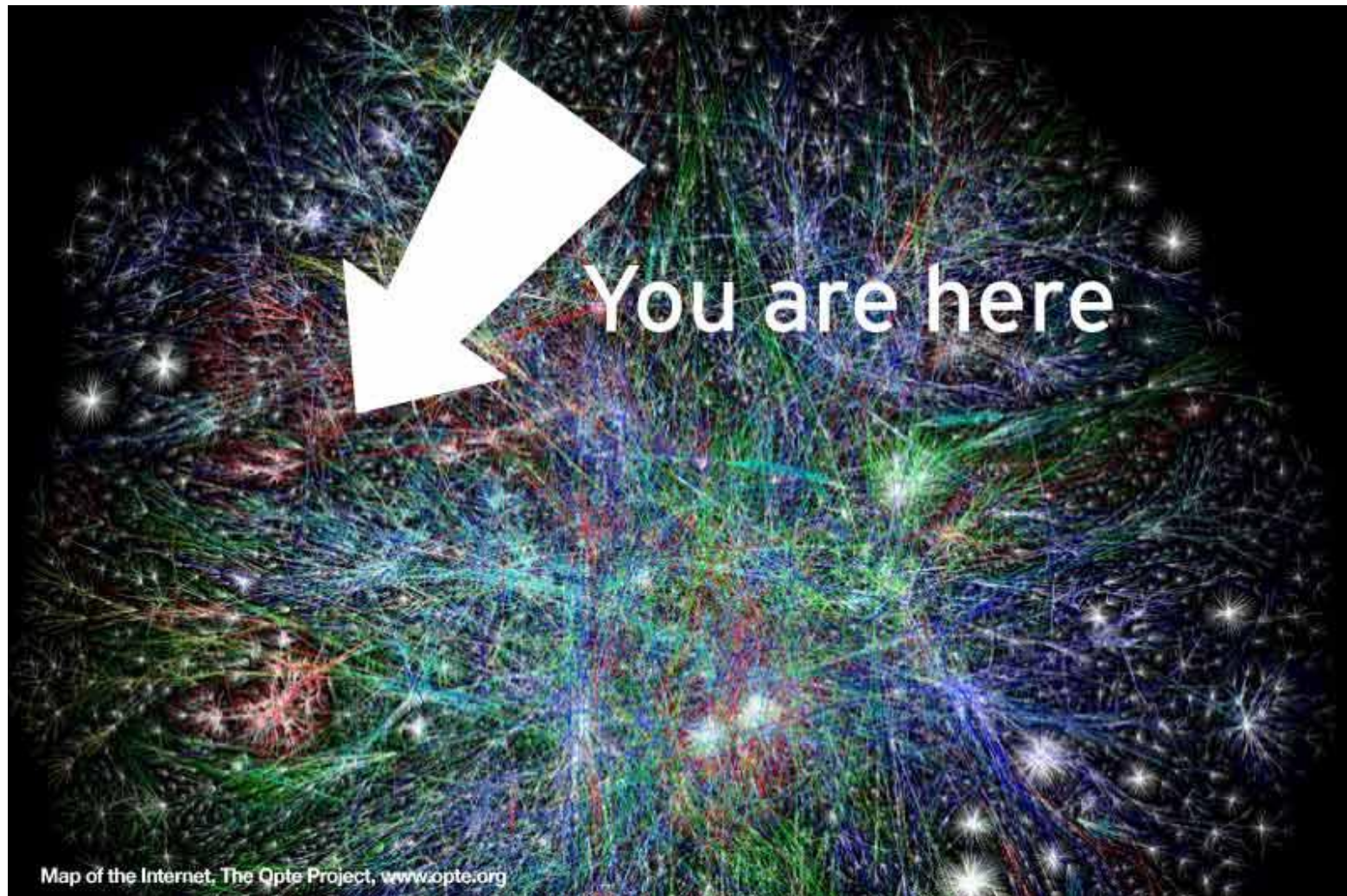
These buttons are used to maximize, minimize and close windows.

Scrollbar — allow you to move additional content into view

The active window appears at the forefront and is highlighted. Inactive windows can be made active by either clicking on the window itself or by clicking its icon on the desktop's taskbar.



The Internet



Ways to Navigate the Internet

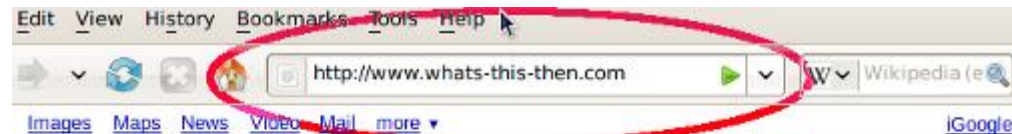
The image shows a screenshot of a Windows Internet Explorer browser window displaying the MSN.com homepage. Several elements are circled in red, and yellow callout boxes provide explanations for their functions:

- Address Bar**—Tells the computer where to go on the internet. (Points to the address bar containing `http://www.msn.com/`)
- Search Bar**—Uses a search engine to search the internet using keywords & provides a list of results via links. (Points to the search bar with the Google logo)
- Tabs**—Links that allow you to navigate to other webpages within a website, like going from one room to another in the same building. (Points to the navigation tabs: NEWS, ENTERTAINMENT, SPORTS, MONEY, LIVING, LOCAL, and A)
- Hyperlink**—Kind of like wormholes, links will take you from one page to another by double clicking on the link. (Points to the headline "Latest: Winter storm, college threat, jet crash")

The browser window also shows the MSN logo, a "bing Web Search" button, and a news section with the headline "Latest: Winter storm, college threat, jet crash". The status bar at the bottom shows the current page URL: `http://usnews.nbcnews.com/_news/2013/02/21/17042480-central-us-slam`.

Navigating with the Address Bar

- Takes you on a direct path to the webpage of your choice
- Eliminates steps required in using a Search Engine
- Must know the exact web address – it's like getting in your car and driving to a destination.



The Address Box!!

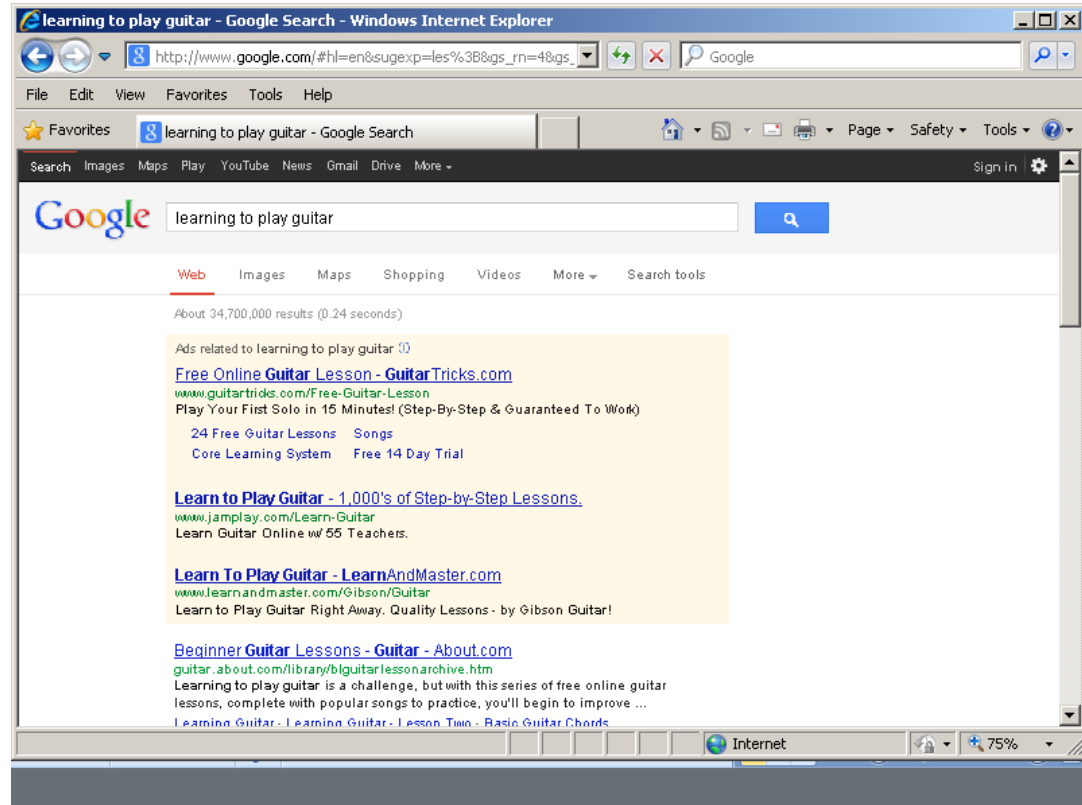


Navigating with Search Engines

- Good to use when you do not know a specific website address
- Uses keywords to scour the internet
- Provides a list of relevant sites
- Places PAID AD results FIRST on the list. These are highlighted and are usually the first three or so links.
- Similar to travel agents – they'll help you get to where you want to go.

Navigating with Search Engines

- Google
- Bing
- Ask
- Yahoo



Navigating with Hyperlinks

- Following links
= surfing the web
- A good way to
discover new sites
- Fast and easy
- It is possible to end up someplace you don't want to be.
- Similar to streets, airplanes and boats – they are gateways between different places.



Navigating with Tabs

- Move within a trusted website
- Explore without “leaving the building”
- They are similar to elevators, halls, and doorways, all contained within the same structure.

Useful Internet Features

The Back Button (Points left) — takes you the page you were previously on

The Forward Button (Points right) — takes you to the page you were on BEFORE you pushed Back Button

Home Button — sets the page that you internet defaults to when it is first opened. This is customizable, & clicking this button will take you back to your “home page”

Tools menu— Allows you to manage your internet settings, change your home page and clear your browsing history and cookies (cookies are small files associated with web pages that are stored on your computer)

Favorites—allows you to make a list of your favorite sites for easy access, as well as gives you access to your history of web pages visited.

Home (Alt+M)

20 states under winter storm warnings, advisories

21 FEB

Internet 80%

Using Email

- Allows you to send/receive messages.
- You can attach and send/receive documents and pictures.
- Create a contact list and address book
- Information is stored in the “cloud” and is unlikely to be lost.
- It’s like sending a letter in the mail – except you don’t have to wait for a mail carrier!

Using Email

Many FREE services
are available online

- Hotmail
- Gmail
- Yahoo



Using Email

- Inbox – shows messages that have been received
- Sent – shows messages that have been sent to others
- New – creates new message
- Reply – replies to sender of a message that was received
- Forward – sends message received to a new address

Safety on the Internet

- If it sounds too good to be true, it is (you will never win \$1,000,000 or a car on the internet.)
- A website is only secure if the web address begins with https://
- Do not give your debit or credit card information to unsecure websites or businesses you don't trust.
- If you don't feel comfortable with what you are seeing or doing, don't proceed.
- Be careful with who you give your personal information to.
- Overall, just remember to use your best judgment and common sense.



Find this presentation online at:
<http://libraries.ne.gov/alliance/tutorials/>

Thank you and
happy computing!